

4 June 1964

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-31 May '64

*8PK
sent to all
9 June 64*

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 48,278 items for May broken down as follows:

Comparison with the 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA IN cables	21,331	11%	
CIA OUT cables	6,832		2%
Miscellaneous items	3,978	28%	
Non-CIA cables	<u>16,137</u>	<u>10%</u>	<u> </u>
Total Work Units	48,278	11%	

b. From 1 January 1964 thru 31 May 1964 the Cable Secretariat processed 137,949 CIA IN/OUT cables, which is 7.5% more than the number of CIA IN/OUT cables (128,256) processed during the same period in 1963.

c. 1,267 or 3% of all cables processed were furnished to the Director as compared to 1,596 or 4% for April 1964.

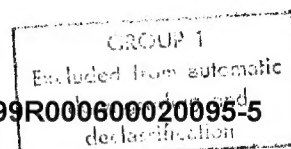
2. Personnel

a. Last month we lost one mail and file clerk. We now have [REDACTED] 25X1A persons on duty against a ceiling and T/O of [REDACTED]

b. This month I again had the pleasure of presenting a Quality Step Increase to [REDACTED] (Info Control Sup) for her outstanding work.

3. General

a. As of 13 May we are reading for 162 units in addition to providing for our own reference files. A list of these units is attached. In summary, we distribute cables to 9 units in O/DCI, 39 in O/DDP, 12 in O/DDS, 16 in DDS&T, and 86 in O/DDI.



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3. b. I have asked the Office of Computer Services to prepare a projection showing probable workload by quarter for the next year. At each quarter I will get a projection for a year. Tentatively, it appears that our 1964 workload may be less than 1963, but this is subject to further checking.



25X1A

Cable Secretary

Attachment:

List of Units for Cable Dissem

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